

## MNCT Agreement on Support for the Implementation of 'Making Performance Matter' 2013-14

### ***Work Related Objectives***

1.1 It was recognised previously that there was a need for continuing negotiation to establish effective mechanisms for implementing MiAPP, now 'Making Performance Matter'.

1.2 WROs for this session should have been set during the review/planning meetings which took place in May 2012. In order to facilitate the setting of WROs where this has not yet been done, it has been agreed that in schools it is acceptable to hold group meetings where the same targets apply to staff undertaking the same role. Where individual meetings are required, meetings should be short (possible targets can be provided on paper in advance to enable consideration to be given to them prior to the meeting). Communication by paper after a general group meeting may also suffice where there are no areas of concern.

1.3 Staff who have an opportunity for incremental advancement should have their Work Related Objectives set first so they can enter the appraisal process before those already at the top of the scale.

### ***Matters which previously were concerns***

2.1 Previously teaching staff had identified workload as a key concern. The reduction in paperwork required for the process should address some concerns. The matter of workload will continue to be monitored.

2.2 Due to other demands, initial proposals for a management time agreement for Head Teacher and Depute Head Teacher posts in all sectors have not been produced yet. However, the intention to do so remains, with proposed implementation for next session. The current secondary management time agreement will also be reviewed. The priority will be in establishing protected management time allocated to PTs in the primary sector. The timescale for this will be communicated early in 2014. Proposals will arise out of the DSM review which is due to begin in January.

2.3 The Management Side accepted in 2012 the principle that promoted teaching staff need time to manage. It believed that given the time period available to carry out the full process that session, managers who were involved in the process should have had sufficient time. A workload impact assessment was to have been undertaken at the start of January 2013 but unfortunately this did not occur. To address this, schools will be asked when they intend to undertake these new meetings and line managers in five of those schools which are proceeding in January will be asked for their immediate comments so that adjustments may be made thereafter for other schools.

2.4 Another concern expressed related to cover, particularly the unavailability of supply cover in general and of Learning Assistants and Child Care Development Workers in particular. It is anticipated that by March 2014 the supply pool of Learning Assistants will have been increased through the rolling recruitment process. The need to have teacher absences covered by supply teachers will be addressed by the offer of fixed-term contracts to provide cover in February and March.

2.5 Cover needs arising from any MNCT agreement to support 'Making Performance Matter' will be charged centrally and will not be borne by the school.

***Solutions achieved previously will continue to be supported***

3.1 Paperwork may be printed out, completed by hand and stored as hard copy forms (in a securely locked place). This may save time for some managers.

3.2 The MNCT management time agreement has been introduced in Saltersgate and in special units with secondary age pupils, with no detriment to existing arrangements for management time where these are better.

3.3 The MNCT recognised that there is a contractual responsibility for some promoted teachers in schools to line manage staff, other than teachers. For a small number of staff, however, it is accepted that the number of other staff for whom appraisals need to be carried out is at a level which would place an unacceptable workload within the 35 hour working week, alongside other demands. Where any promoted teacher has in excess of 5 meetings to conduct, 2 hours of supply cover time will be allocated to schools for every additional meeting required.

***Working with nursery pupils and pupils with Additional Support Needs***

4.1 It has been recognised that the need to support pupils during the school day and hold appraisal meetings at the same time will pose difficulties.

4.2 In some circumstances Learning Assistants, ASN, and Child Care Development Workers may have extra time over and above pupil contact time built into their contracts which may facilitate this. In exceptional circumstances an alternative is to achieve the interview by paying for an extra hour beyond the employees' contact time to facilitate the meeting. Monies for this will be provided centrally.

4.3 Where the above approach is not possible, in exceptional circumstances, the school will be able to have allocated to it for each appraisal meeting the resource of one hour of an additional appropriately-trained ASN or CCDW. (Head Teachers/PTs may wish to arrange a batch of interviews on the same day and should arrange this cover as far in advance as possible).

### ***Other support measures***

5.1 Training will be offered and further manager guidance will be issued on setting work related objectives.

5.2 Copies of Local Government Employee Grades will be circulated again to HTs and other educational establishment managers.

5.3 In particular circumstances if after all the above agreed measures have been put in place and they are found to be insufficient schools should approach School Group Managers who will be required to address any issue to ensure the timely completion of the appraisal interviews in 2014.

### **6. Key Points to note**

- A PT who has not been job sized to line manage support staff or a main grade teacher will not be required to carry out the appraisal process.
- The maximum number of support staff a HT/DHT/PT will require to carry out will be related to the appropriate banding in the Annex A, Job Sizing Questionnaire, one, two up to ten, eleven up to 25, over 25. Should the appraisal network exceed the job sized band the job size may be reviewed.
- Every school has an Admin Assistant and the majority of schools, other than the very small primary schools, also have Office Support Assistants. By using Admin Assistants to appraise Office Support Assistants the number of appraisals being carried out by HTs and DHTs can be reduced.
- Manager Refresher Training will be available on an annual basis, dates to be confirmed, for appraising managers who identify the need for it.
- To meet HT demands, supply support staff can be arranged in units from 2 hours to 1 day to suit need. (Note arrangements for this cover should be made as far in advance as possible.)
- HR will have a regular presence at Head Teacher meetings, addressing appropriate practical issues raised.

7. This agreement will form the basis for meetings to be held during 2013-14. It will be further refined as agreed necessary through listening to issues raised by the trade unions through the MNCT and managers to jointly seek solutions to further concerns raised. A representative focus group will meet at the end of March to consider further any remaining challenges of the implementation in schools.